



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Planning Board
FROM: Niels Tygesen, Planner
DATE: May 24, 2023
MEETING DATE: June 6, 2023
SUBJECT: Benjamin 2 Lot Land Division
Referral for Comments to the BZA

PROJECT NUMBER: MNSUB2302-01
PROJECT ADDRESS: 4190 Dubois Road
PARCEL NUMBER: 27.-3-12.2
ZONING: A/R: Agricultural/Rural Zone

INTRODUCTION

The Board was briefed on the project proposal to subdivide the existing 15.07 acre lot into two lots during the March 7th meeting. The applicant, Katrina Morse, on behalf of the owner, Karen Benjamin, have proposed a new lot configuration which will require an area variance from the Board of Zoning Appeals (BZA).

PROCESS

Per [UTC 212-17.B](#), the Planning Board may review and provide written comments on all variance applications to the BZA for projects that would be subject to Planning Board review and approval if the variance is granted. If the Planning Board will provide written comments, they are required to be submitted no less than five calendar days prior to the public hearing. The BZA will discuss the proposal during their regularly scheduled meeting on Wednesday, June 21. The deadline for comments is Friday June 16.

REQUEST TO THE PLANNING BOARD

Review the information in this memo and the plat dated 05.08.2023; determine if the Board will supply comments to the BZA; develop a process and timeline for the submission of any comments; re-review the 02.22.2023 memo for the March 7th meeting as needed; create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations; and discuss timelines for a public hearing.

EXHIBITS

[Exhibit A: Plat Dated 05.08.2023](#)

[Exhibit B: February 22nd Memo](#)